

TRIPURA GAZETTE



Published by Authority

EXTRAORDINARY ISSUE

Agartala, Thursday, August 3, 2023 A. D. Sravana 12, 1945 S. E.

PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

**TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER
KHUMULWNG, TRIPURA WEST**

No.F.402/ADC/Estt/Policy Matter/2023/11,199-229 Dated, Agartala, the 13th July, 2023.

NOTIFICATION

The Executive Committee of TTAADC has decided in its meeting dated 19-06-2023 in item No. Misc- 04, to introduce **MDC Constitutional Development Fund (MDC.CDF)** for the financial year 2023-2024.

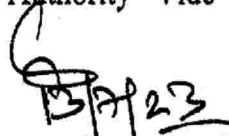
Henceforth, each MDC who are elected will be provided constituency Development Fund from 2023-2024 financial year at rate Rs.50.00 Lakhs as per operational guideline.

The Planning and Coordination Department TTAADC will function as Nodal Department and arrange fund provision and placement to concerned ZDOs by obtaining sanction from Finance Department of TTAADC.

The details guideline is enclosed in **Annexure "A"**.

The Notification takes immediate effect.

This is issued with the approval of the Competent Authority Vide U.O. No. 1369/ADC/CEM/23 Dated, 05/07/2023.


[C.K.JAMATIA, IAS]
Chief Executive Officer,
TTAADC, Khumulwng.

GUIDELINES OF MEMBER OF DISTRICT COUNCIL CONSTITUENCY DEVELOPMENT FUND (MDCCDF)-2023.

Salient features of the MDCCDF.

“Member of District Council Constituency Development Fund” (MDCCDF) has introduced by the TTAADC in the financial year 2022-2023. Initially for every Member of District Council of the TTAADC, a sum of **Rs. 50 lakh** would be provided for a financial year.* This fund is to enable the MDCs to formulate developmental projects/schemes for their constituencies as per the locally felt needs for creation of durable assets for community benefits and service support system in conformity with the comprehensive area development and socio economic developmental plans of the MDC Constituency area’s Socio-economic and in accordance with the guidelines formulated hereunder. This guideline shall be called **MDC Constituency Development Fund (MDCCDF) - 2023.**

1. Scheme:

1.1 Each MDC is entitled to recommend schemes for **Rs. 50 lakhs** for each financial year for his/her Constituency during the tenure of membership of the District Council. The work under this fund shall be developmental in nature based on locally felt-needs. The emphasis should be on creation of durable assets. The funds may also be used for provision of service support facilities and community benefits for the socio-economic benefit of the constituency. The MDC should recommend developmental schemes in conformity with the overall priorities fixed by the TTAADC under the TTAADC Plan or the respective committee. A list of suggested schemes is given at **Annexure –I.**

1.2 The MDC may recommend construction of sheds etc. which are required by SHGs for income generation purposes.

1.3 Under this Scheme no fund should be recommended for expenditure like **pay and allowances, purchase of vehicles, air-conditioners, other consumables, costly signboards etc. for Government or Village Development Committee or any office.** The schemes should not be **solely for the benefit of private institutions and individuals.** A list of schemes that shall not be permissible under this Scheme is given at **Annexure - II.**

2. Recommendation of Schemes, sanction and execution thereof:

2.1 Each MDC shall recommend schemes as per his/her entitlement of funds under the Scheme during the term of the District Council for each of the financial years as early as possible in accordance with the provisions laid down in the Guidelines. The processing of schemes (i.e. feasibility, preparation /vetting of the estimates, sanction with necessary approval) should be completed within **2 (two) months** from the date of recommendation. However, no MDC shall be entitled to recommend any project/scheme under this scheme after notification of the next District Council Election or after the date of his or her resignation or termination of the membership from that District Council or after the dissolution of the term of that District Council.

2.2 The MDCs would prepare the outline of the schemes as per Paras 1.1 to 1.3 of the guidelines for their constituencies keeping the developmental needs for the area in view. To ensure consistency with the overall TTAADC Plan and to avoid duplication, such schemes will be sent to the Additional Chief Executive Officer, of the concerned TTAADC Planning Department for consultation and sanction of the fund by the Zonal level Committee will recommend for areas outside the jurisdiction of TTAADC.

2.3 The project/Scheme considered under this Scheme for recommendation should clearly indicate the nature of work, its location, information regarding the

ownership of land, preferably with estimated cost subject to vetting by competent authority and beneficiaries to be covered. The land on which the scheme is proposed to be executed should be owned by the TTAADC or Inhabitant individual party of TTAADC Villages Committees. In cases where a particular scheme is proposed to be executed on any private land, the owner of the land will have to issue a “No Objection” certificate in favour of the Sanctioning Authority.

2.4 For constituencies under TTAADC area, the MDCs will have to send projects/schemes to the Chief Executive Officer, TTAADC. For constituencies falling under the TTAADC area the MDCs will recommend projects/schemes and send them to the concerned Zonal Development Officer, TTAADC.

2.5 The Zonal Development Officer, TTAADC, who are Sanctioning Authorities for the Scheme within their respective jurisdiction will give administrative approval and sanction amounts against duly vetted estimates only. They will get the detailed schemes prepared on the basis of the recommendations received from the MDCs and duly vetted by the appropriate authority before according administrative approval and financial sanction for the schemes. The Sanctioning Authorities will send these sanctioned schemes to the respective executing agencies to be selected as per procedure outlined in Para 2.8. A copy of the sanction order will be sent to the MDC concerned. Funds under this Scheme will be placed with the concerned Sanctioning Authorities. They will sub-allot the fund placed with them by the Nodal Department to the executing agencies for execution of the schemes so sanctioned. The Sanctioning Authority will monitor and collect expenditure report and Utilization Certificates from the executing agencies for the funds sanctioned by them and send a consolidated report to the concerned agencies and the Nodal Department.

2.6 In case a constituency falls in more than one Zone, placement of fund by Nodal Department and sanction of the schemes by Sanctioning Authority for the whole constituency area will be dealt with the ZDC in which major areas of the

constituency falls. However, the executing agency for the area of the constituency falling under the other constituency may be selected from those other Zone.

2.7 The project/schemes under this Scheme will be executed by **Sub-Zonal Development Officers under the TTAADC**. The particular executing agency may be selected in consultation with the concerned MDC. In special cases, the schemes may be executed by organizations other than those mentioned above provided the Sanctioning Authority is satisfied about the credentials of the said organizations. An agreement will have to be executed by such organizations with the Sanctioning Authority to the effect that the fund placed with them for execution of the scheme will be utilized for the purpose for which it is placed with them, failing which the said organizations will be bound to refund the amount to the TTAADC.

2.8 Procedure normally followed for execution of work by the TTAADC will be followed in the execution of schemes under this Scheme.

2.9 Beneficiary Committee would be appointed by the Sanctioning Authority in consultation with the MDC for supervision of a particular scheme. **The Beneficiary Committee may consist of not more than three members one of whom may be nominated by the concerned MDC**, if he/she so desires.

2.10 As a part of the inclusive growth MDC may take up Scheduled Caste/Scheduled Tribes/ Women /Children/ Minorities related Scheme under MDCDF which may also be indicated to the Zonal Level Development Committee/ Respective Authority.

2.11 If the work recommended by the former MDC is pending for sanction due to administrative reasons, it should be executed after sanction with intimation to the newly elected MDC of the respective constituency from the available fund.

2.12 If the work recommended by the former MDC is under execution, it should be completed. Schemes of the MDCs of the earlier TTAADC sanctioned by the Sanctioning Authorities but not executed earlier shall be executed even if the previous MDC ceases to be a member. Beneficiary Committee appointed for the

supervision of the particular scheme shall continue to function with an additional member nominated by the new MDC.

2.13 If a scheme sanctioned earlier is executed partly, the unfinished work shall be completed, depending on the nature of the scheme and the scope of utility of the scheme out of the unspent balance, if any, of the former MDC. If no unspent fund is available, such fund shall be made available from the entitlement of the new MDC in consultation with him.

2.14 Schemes once sanctioned should be executed. If, however, a scheme sanctioned earlier cannot be executed due to serious technical flaws and administrative difficulties, the scheme may be revised by the Sanctioning Authority in consultation with the new MDC.

2.15 When a new MDC is elected on being vacated by a previous MDC due to termination, resignation etc., the new MDC will not change any scheme already recommended by the earlier MDC and sanctioned by the Sanctioning Authority before the new MDC had assumed office.

2.16 If any scheme recommended by any MDC is not feasible partly or fully for execution for whatever reasons, the MDC will be approached for modification or change of the same scheme and the MDC will consider for recommendation of the modification or change of the scheme. When there is a change of membership of the District Council for the same constituency and the MDC who originally recommended a scheme is not available for consultation for such change of the scheme for reasons of termination of the membership, the newly elected MDC will be entitled to recommend a new scheme in- place of the one recommended by the former MDC.

3. Prescribed Authorities:

3.1 Nodal Department: At the H/Q Level, Planning and co-ordination Department, TTAADC is the Administrative Department for these Schemes in respect of the release of funds, formulation of guidelines, monitoring of performance and evaluation of schemes executed.

3.2 Sanctioning Authority: The designated Sanctioning Authorities for schemes recommended by the MDCs shall be as follows: (a) Zonal Level Development Committee for Zone under TTAADC areas.

3.3 Drawing & Disbursing Authority: The designated Drawing & Disbursing Authority for release of funds against sanctioned schemes shall be as follows: Zonal Development Officers (a) West (b) Sipahijala, (c) Khowai, (d) Gomati, (e) South, (f) Dhalai, (g) Unokuti, & (h) North, TTAADC areas.

3.4 Executing Agency: The schemes under this Scheme will be executed by **Sub-Zonal Development Offices** under the TTAADC. The particular executing agency may be selected in consultation with the concerned MDC. In special cases, the schemes may be executed by organizations other than those mentioned above provided the Sanctioning Authority is satisfied about the credentials of the said organizations.

4. Entitlement of Fund:

4.1 Each Member of a newly constituted District Council shall be entitled to the full amount as admissible for each financial year under this Scheme as per the Provisions of the Guidelines for the full term of the District Council.

4.2 If any person ceases to be a MDC due to resignation, termination or otherwise the new MDC of the Constituency will be entitled to the balance amount of that fund remained unsanctioned prior to the start of the tenure of the new MDC for the remaining period of the District Council.

4.3 If, during the term of a District Council any MDC is unable to recommend Schemes for the amount of his/her entitlement of fund or part thereof during his/her tenure of membership of that District Council for reasons beyond his/her control as per the provisions of the Guidelines, the MDC elected subsequently for the balance period of the term of that District council shall be entitled to recommend schemes for such amount in addition to the funds which he/she shall

normally be entitled to recommend during his/her tenure of membership of that District Council.

4.4 However, no MDC shall be entitled to recommend any schemes under this Scheme after notification of the next District Council Election or after the date of his or her resignation or termination of the membership from that District Council or after the dissolution of the term of that District Council. The funds that are covered by recommended schemes may be utilized for implementation of those recommended schemes during the term of the next District Council. But if any fund under the scheme for a term of the District Council still remains unutilized for not being covered by recommended schemes at the time of the dissolution of the District Council, in that case, **such amount shall stand lapsed and such unutilized funds** that are not covered by recommended schemes should **be deposited to Bank Account of Finance TTAADC** with intimation to the Nodal Department. The unutilized funds not covered by recommended schemes should be deposited with the within 6(six) months or the next 31st March from the date of dissolution of the District Council, whichever is later. Acknowledgement of deposited may be sent to the competent authority of TTAADC.

5. Release of Funds:

5.1 The Nodal Department will release 50% of the annual entitlement of the MDCs for the financial year as 1st installment. The 2nd installment i.e. 50% of the remaining annual entitlement will be released after receipt of Utilization Certificate for not less than 50% of the total fund released for the concerned constituency up to that time including fund for that financial year. For the subsequent years release of any installment of fund will be subject to receipt of Utilization Certificates for not less than 50% of the total funds released for the concerned constituency up to that time.

5.2 The funds provided under this Scheme for each District Council Constituency for each financial year as per guidelines shall be carried over to the next financial year if unutilized for not being covered by recommended scheme but within the

term of that District Council. Funds released in a particular financial year, if unutilized for not being covered by recommended schemes, can be carried forward to the subsequent financial year without detracting from the allocation of Rs. 50 lakh per financial year per Constituency. However, release of funds shall be made with reference to the actual progress achieved in expenditure and execution of works. For example, if out of Rs. 50 lakh allotted for a Constituency in a financial year, Rs. 25 lakh is spent, the balance of Rs. 25 lakh can be carried over to the next financial year when this amount, together with fresh allocation of **Rs. 50 lakh (total Rs. 75 lakh)** would be the entitlement of the financial year and could be spent. Release of fund by the Nodal Department for any constituency will be in accordance with the provisions of the Guidelines. However, if any fund remains unutilized for not being covered by recommended schemes at the time of dissolution of the District Council, such amount shall stand lapsed.

5.3 In case, any MDC is not willing to utilize the fund for his/her constituency, he/she will intimate this in writing to the Nodal Department and the Nodal Department, in that case, will not release fund for his/her constituency. If already such fund has been placed, it will be withdrawn by the Nodal Department.

5.4 The Planning Department, TTAADC will arrange to release of fund to the Zonal Development Officers, TTAADC. The Zonal Development Officers will be opened separate Savings Bank Account for transaction of MDC CONSTITUENCY DEVELOPMENT FUND (MDCCDF).

5.5 For the District Council Constituencies extends to more than one Zonal areas, the funds will be placed with such Zonal Development Officers where the maximum village committee is fallen and the concerned Zonal Development Officers will maintain MDC-wise and constituency-wise separate accounts of fund and intimate the concerned MDCs and the Sanctioning Authorities when funds are credited to and debited from these accounts.

5.6 Fund released by the Nodal Department under the Scheme will be credited in to the separate savings bank account of MDCCDF of the concerned Zonal

Development Officers, TTAADC. The Sanctioning Authority will maintain MDC-wise separate accounts in suitable subsidiary ledgers for this fund.

6. Monitoring & Reporting:

6.1 For effective implementation of the work taken up under this Scheme the Sanctioning Authorities will arrange regular monitoring meeting at least once a month with the executing agencies and the MDCs or their representatives. Regular field visits should also be undertaken to ensure quality of the work. The MDCs or their representatives should be associated with such visits whenever possible.

6.2 The Sanctioning Authorities shall send **quarterly and annual reports** of expenditure under the Scheme in detail Scheme-wise and constituency-wise to the Nodal Department in the prescribed format given at **Annexure –III**. A copy shall be endorsed to the concerned MDC. Utilization Certificate in the prescribed format at **Annexure – IV** shall be sent to the Nodal Department in duplicate by the Sanctioning Authority.

6.3 Review meetings on MDCCDF should be held once a month at Sub-Zonal Level for discussions on sanctions received implementation of schemes and their completion and submission of Utilization Certificates, in addition to the meetings at the Zonal Level. The Review Meetings should be held with the stakeholders who are directly involved in the implementation of this Scheme. The date of meeting should be communicated to the MDCs at least 7 to 10 days in advance, so that the MDCs are able to attend such meetings. The Chairman of the concerned ZDC/Zonal Development Officers should chair these meetings to oversee the progress of implementation of the scheme. The Sub-Zonal Officers will attend the Sub-Zonal Level Meetings. The implementing agencies must (a) submit the vetted estimates, once a scheme is sanctioned, early (b) submit the UCs, once the scheme is completed, expeditiously within 15 days. The Zonal Development Officers & Planning Department should be appraised of the outcome of the Review Meetings.

6.4 Regular review & monitoring of the performance under the Scheme in the Zonal Level will be conducted by the concerned sanctioning authority every month (except for the month when quarterly Review Committee meets) in which the concerned MDCs/their representatives and Executing Agencies should be requested to remain present. Detailed report of such meetings shall invariably be sent to the Nodal Department.

6.5 For review of the time-bound performance and implementation of the schemes under the Scheme, each Zonal Development Officers should set up a “Review Committee” that shall meet at least once in a quarter to assess the position of funds available, recommendations received, its processing for sanction, implementation/execution, realization of UCs for completed schemes etc. Problems in execution, if any, should also be deliberated by the Committee for redressal /remedy. The scheme-wise assessment/detailed report of such meeting shall invariably be sent to the Nodal Department. The Zonal Development Committee shall chair the Committee Meeting; ZDO shall be the Member Secretary. The concerned ZDO shall be a Member. In respect of Zone, the Zonal Development Officers, TTAADC shall chair the Committee. The Officer-in-charge of the schemes shall be the Member Secretary and the concerned Zonal Development Officer shall be a Member. MDCs/their representatives and representatives of the Executing Agencies should be present at the review meeting as permanent invitees.

7. Maintenance of records:

7.1 Sanctioning Authority shall maintain MDC-wise and financial year-wise accounts relating to each term of District Council regarding the release of funds, recommendation of schemes, sanctions and completion thereof. The prescribed formats are given at **Annexure V & VI**. The Accounts for each term of District Council should be closed within **6 months or the next 31st March**, whichever is later, from the date of dissolution of the District Council and the amount unutilized

for not being covered by recommended schemes should be deposited with the **Executive Officer Finance**, TTAADC under the appropriate Head of Account.

7.2 Sanctioning Authority should maintain register MDC-wise, year-wise pertaining to each term of District Council regarding their commended schemes i.e., date of recommendation, nature of work, site, sector, estimated amount, date of sanction, date of commencement of work, date of completion of work, actual expenditure and date of submission of Utilization Certificate and Audit Certificate. Reasons for non-completion of projects or revisions in estimate or any change in sanctioned scheme should be recorded in the “Remarks” column of the register for sanction of funds under the **Schemes for SC/ST areas on SC/ST beneficiaries** or Women or Children component schemes or SHGs or Minorities.

7.3 Minutes of all Review Meetings and Committee meetings held for monitoring of the performance of the schemes undertaken in the Zonal area should be duly recorded in a register at the respective office of review. Copies of the minutes of such Review Meetings should be sent to the Nodal Department positively for records.

7.4 Records should be maintained in respect of all inspections conducted from time to time.

8. Ownership & Maintenance of Assets:

The ownership of the durable assets created should preferably lie with the Local Body (Urban/Rural) or the head of the educational institution. As owners, the Local Body/Institute should ensure proper operation, maintenance and management of the durable assets by the users as applicable, on behalf of the TTAADC.

9. Audit:

This Scheme shall be subject to the Financial Rules and audit scrutiny as per norms of the Government.

10. Date of Effect:

This guideline shall be effective from the 1st of April, 2023. However, this guideline shall not affect any action already taken in accordance with BEUP Revised Guidelines (August, 2023) if, found contrary to MDC.CDF, 2023.

Date:- 17-07-2023.

Place:- Kkumulwng,
T.T.A.A.D.C.

By order of District Council.



(U.Rn. DEBBARMA)

Addl. Chief Executive Officer (Planning)
TTAADC, Khumulwng.

ANNEXURE – I

ILLUSTRATIVE LIST OF WORKS THAT CAN BE TAKEN UP UNDER MDC CONSTITUENCY DEVELOPMENT FUND.

1. Construction of buildings for Schools, Social Education Centre / *Anganwadi*/ *Balwadi*, hostels, libraries and other buildings of educational institutions belonging to District Council or local bodies. Such buildings belonging to aided institutions and unaided but recognized institutions can also be constructed provided, however, that the institution be in existence for not less than three years.
2. Construction of tube-wells and water tanks for providing water to the people in villages, ADC Town areas, or execution of other works, which may help in this respect.
3. Construction of roads in rural and ADC Town areas.
4. Construction of culverts/bridges.
5. Construction of common shelters for the old and handicapped.
6. Construction of buildings for local bodies and for recognized District or State Sports Associations. Provision of multi-gym facilities for sports associations and for physical education training institutions.
7. Social forestry, farm forestry, horticulture, parks and gardens in Government and community lands or other surrendered lands.
8. De-silting (re-excavation) of ponds in villages, towns and cities.
9. Construction of public irrigation and public drainage facilities.
10. Construction of common *gobar* gas plants, non-conventional energy systems/devices for community use and related activities.
11. Construction of irrigation embankments or lift irrigation or ground water irrigation or water table recharging facilities.
12. Construction of public libraries and reading rooms.
13. Construction of *Crèches* and *Balawadi*.
14. Construction of crematoriums and structures on burial/cremation grounds.
15. Construction of public toilets and bathrooms.
16. Construction of drains and gutters.
17. Construction of footpaths, pathways and footbridges.
18. Construction of residential schools in tribal areas.
19. Construction of bus-sheds/stops for public transport passengers.
20. Construction of Veterinary Aid Centres, Artificial Insemination Centres and Breeding Centres.
21. Procurement of hospital equipment like X-Ray machine, Sonography machine, Scanner etc. for the Government Hospitals and setting up of mobile dispensaries in rural areas by Government / local bodies/ registered societies and Trusts (subject to para 2.8). Ambulance can be provided to reputed service organizations like Red Cross, Ramkrishna Mission and registered societies and trusts and [vii] **Rogi Kalyan Samiti (subject to approval by the Health Department)**.
22. Provision of computers, sports, laboratory, etc facilities to schools and colleges and provision of furniture for schools.
23. Extension of LT line to slum areas and in SC/ST habitation
24. Security camp /security shed for the security personnel for public benefit. The camp/shed would be used for public purpose when remained vacant.

- 25.** Works relating to the construction of the market stall / shed by and for the Local Bodies for public use/benefit.
- 26.** Boundary walls for the Educational Institutions, Health Institutions, and burial / cremation grounds.
- 27.** Construction of Children Park, Eco Park, Open-air stage for cultural activities and Community Hall for public use, in the land surrendered by Panchayat/Municipal bodies or Private Trusts, Registered Societies, Private individual etc. (for this purpose the procedure given in *Para 2.7* needs to be followed).
- 28.** Construction of bathing *ghat* in public ponds/ tanks for public use.
- 29.** Construction of *pucca* steps for public use in tilla land.
- 30.** Construction of Public *Ferry Ghat* and purchase of boat for public use. The ownership of boat would vest on the Government or Local Bodies.
- 31.** Solar street lighting for public benefit where conventional electricity is absent.
- 32.** Creation of infrastructural facilities, like production centre, market stalls for the registered Self-Help Groups.
- 33.** Purchase of Musical Instruments for the registered cultural societies and purchase of musical instruments for the Tribal Band Parties, Scheduled Caste and Muslim Band Parties even if they are not registered.
- 34.** Purchase of sports goods for registered sports societies (**and not for the clubs**).
- 35.** Construction of Natural Calamity Relief Centre with ownership by Government/Local Self Government.
- 36.** Expansion of hospital infrastructure facilities
- 37.** Purchase of Agricultural Equipments like Power Tiller, LV Sprayer and HC Sprayer for Local Bodies and Cooperative Societies.
- 38.** Purchase of fixed (non-removable) seating arrangements and electrical wiring / PA system for the Community Hall.
- 39.** Purchase of Mortuary Van (Dead body carrier) for the Nagar Panchayat and Sub-Divisional Hospital.
- 40.** [viii]**Purchase of furniture and utensils for Tribal Rest House and Tribal Hostels located in the TTAADC.**

ANNEXURE – II

LIST OF WORKS NOT PERMISSIBLE UNDER MDC CONSTITUENCY DEVELOPMENT FUND .

1. Office buildings, residential buildings, and other buildings (**accept those mentioned in ANNEXURE-I**) relating to central or state Governments Departments, Agencies or Organizations.
2. Works belonging to commercial organizations, private institutions or co-operative institutions.
3. Repair and maintenance works of any type other than special repairs for Restoration/up gradation of any durable asset.
4. Grant and loans.
5. Memorials or memorial buildings.
6. Purchase of inventory or stock of any type.
7. Acquisition of land or any compensation for land acquired.
8. Assets for all individual benefit, except those which are part of approved schemes.
9. Places for religious worship.
10. Any individual work costing more than `05.00 lakh. If the work is undertaken by pooling the resources of two or more MDC, the ceiling would be `10.00 lakh.

Annexure-III.

**FORMAT OF PROGRESS REPORT UNDER MDC CONSTITUENCY DEVELOPMENT
FUND (MDCCDF) FOR THE QUARTER ENDING w.e.f.to.....
(Rs. in lakh)**

SL No	No. & Name of District Council Constituency	Name of MDC	Total fund received from Nodal Deptt upto the quarter(since inception)	No of Schem es/ projec t recom mende d by MDC (Const ituenc y)	No of Schem es/ projec t sancti oned (cumu lative)	schem es for which fund releas ed by TTAA DC	No of Sche mes/ proj ects com plete d	No of Schem e started but not compl eted	No of Scheme Sanction ed but not started	Total expen diture upto the end of the quarte r	Balance fund (4-11)	No & dt of monit oring meetin g during the quarte r	No. of field visits during the quarte r	Remark s
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Zonal Development Officer
_____ **Zone, TTAADC.**

ANNEXURE -IV

MDC CONSTITUENCY DEVELOPMENT FUND.

Form of Utilization Certificate for funds received under MDCCDF during the year.....
and for theAssembly Constituency

(Rs. in Lakh)

Sl.No	Ref. Memo. No. and date	Amount (Lakh)	Certified that out ofof MDCCDF fund released during the year.....in favour of ZDO.....by the Planning (P&C) Department, TTAADC vide letter given in the margin andon account of unspent balance of the previous year, a sum of..... has been utilized for the purpose of execution of works inMDC Constituency, recommended by the MDC concerned and as permissible under the MDCCDF guidelines, for which it was sanctioned and that the balance of.....is remaining unutilized.
		Total	

2. Having been fully satisfied, I certify that the conditions on which the MDCCDF was sanctioned have been duly fulfilled and I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned. The following kinds of checks were exercised by me while furnishing this Utilization Certificate.

1. Amount has fully been entered in the Cash book.
2. All vouchers are being checked and kept in this office for record.
3. All the works have been entered in the Asset Register.
- 4.
- 5.

Place:

Date:

(Zonal Development Officer)

Annexure – V

MDC CONSTITUENCY DEVELOPMENT FUND (MDCDF)

MDC-wise & Scheme-wise Register.

1. Name of the Member of District Council :
2. District Council Constituency & No. :
3. District Council's Term & Period :
4. Nodal Authority :
5. Name of the Project/Scheme with Work Reference No. :
6. Date of recommendation :
7. Priority, if indicated :
8. Sector :
9. Location :
10. Beneficiaries :
11. Estimated cost of the Project :
12. Date of Sanction :
13. Year of Allotment :
14. Allocation of fund : (Reallocation/Diversion to be indicated)
15. Project period :
16. Name of Implementing/Executing Agency :
17. Date of Commencement of work :
18. Completed Project
 - i) Date of completion of work :
 - ii) Date of submission of UC :
 - iii) Actual Expenditure/Utilized fund :
19. Ongoing Project
 - i) Expected date of completion :
 - ii) Percentage of work completed & expected date of completion :
 - iii) Funds Released :
 - iv) Funds utilized :
20. Remarks :
(for incomplete/delayed projects/reasons thereof)

Annexure-VI

FORMAT of Fund Allocation and Utilization Register under MDC Constituency Development fund (MDCCDF)

District Council Term _____ Period from _____ to _____

Name of District Council Member _____ Name of Constituency _____
(Rs. in lakh)

Financial year	Sanction memo No. and date of release	Amount released	No. of scheme sanctioned	Amount	No. of schemes completed	Expenditure incurred	balance available	UC submitted	UC pending	Percentages (%) of UC submitted
1	2	3	4	5	6	7	8	9	10	11